

**EXPERIENCE CERTIFICATE**

Certified that Mr./Miss/Mrs. \_\_\_\_\_ has been/is employed in this Department/Organization as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ (dates) regular whole time/part time/ad hoc/current charge/acting charge/contract basis. The work of Mr./Miss/Mrs. \_\_\_\_\_ while employed in this Department/Organization was/is satisfactory. The detail of his/her experience is as under: -

Designation	Field of Specialisation	*Nature of Experience	Duration	
			From	To

*\*Please specify very clearly the nature of experience such as (a) Regular whole time (b) Part time (c) Ad hoc (d) Current charge (e) Acting charge (f) Contract; etc.*

**Note:** The experience gained as trainee, part time, honorary, apprentice and internee will not be considered/counted as experience.

The duties/job specifications are/were as follows: -  
(Give complete description including research if involved. May attach an additional sheet if required.)

File No: \_\_\_\_\_

Date: \_\_\_\_\_

Office Stamp/Seal

Name & Designation of Issuing Authority \_\_\_\_\_

Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

- Note-1** Benefit for experience will only be granted for the period which has been officially approved and recorded by the competent authority. For example, appointments on Ad hoc/Current charge/Acting charge/Contract basis can only be made by the appointing authority and that too for specific period, specific purpose and under specific circumstances. PPSC will not accept any violation of these conditionalities.
- Note-2** Experience certificate of regular appointment must be issued by the head of Institution/Organisation/Department where the candidate is/has been employed on regular basis.
- Note-3** Experience certificate on Ad hoc/Current charge/Acting charge and Contract basis must be issued by the Appointing Authority for the period a candidate has been employed as such. The certificates issued by the Principal or Medical Superintendent or Head of Department/Organization will not be accepted.
- Note-4** In case of a candidate who has served or is serving in a private Firm/Organization, Experience Certificate must be issued under the signature of chief executive/head of private Firm/Organization.
- Note-5** In case applicant is submitting an additional or separate Experience Certificate, then it should give complete information and nature of experience and must be issued by competent authority on the official letter pad with reference, file number and date of issue and duly stamped with full address, designation and telephone number. Vague, incomplete and inaccurate Experience Certificate will be rejected.
- Note-6** In the case of Barrister or an Advocate of High Court and the Courts subordinate thereto, or a pleader, the exact period during which he/she practiced at the Bar should be mentioned. This Certificate should be signed by the President District Bar Association and duly counter-signed by the District and Sessions Judge concerned (rubber stamps of the both must also be affixed).